



# County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

December 11, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

## **DEPARTMENT OF SOCIAL SERVICES: RECOMMENDATION TO EXTEND FIVE REFUGEE EMPLOYMENT PROGRAM CONTRACTS (ALL DISTRICTS - 4 VOTES)**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate authority to the Director of the Department of Public Social Services (DPSS) to execute amendments to the Refugee Employment Program (REP) contracts with the five contractors listed in Attachment A, substantially similar to the attached amendment (Attachment B). The amendments extend the contracts for six months on a month-to-month basis effective January 1, 2008 through June 30, 2008, or until new contracts are in place, whichever is sooner. The estimated cost of \$2,898,043, for the extension is funded through Refugee Social Services (RSS) and Targeted Assistance (TA) grants. Attachment A provides the estimated cost for each contractor.
2. Approve an appropriation adjustment in the amount of \$996,000 to increase the appropriation and revenue of the Refugee Employment Program. There is no net County cost (NCC).

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will allow DPSS to complete the solicitation process for redesigned REP services while providing REP services to the refugee population under

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

the current contracts. The current contracts expire on December 31, 2007. On December 12, 2006, your Board delegated authority to the Director of DPSS to extend these contracts for six months effective January 1, 2007 through June 30, 2007, with an option to extend on a month-to-month basis until December 31, 2007.

On February 7, 2007, DPSS released a Request for Proposals (RFP) for REP services, which reflects a redesigned employment services program for the refugee population. It also includes more defined performance measures in response to the Temporary Assistance to Needy Families (TANF) reauthorization and a reconfiguration of the service areas to allow for more accessibility by participants.

DPSS targeted the November 6, 2007 Board agenda, for Board approval of the new contracts. In accordance with the County Protest Policy, one of the REP proposers requested a County Review Panel. DPSS policy is that no contracts may be filed for Board approval until all protests are concluded and the bidder notified of the results. The intent is to avoid a situation in which the County Review Panel's decision is different than the Board's approval of recommended proposers. The State has approved the six-month extension effective January 1, 2008 through June 30, 2008. DPSS anticipates filing for award of the new REP contracts in March 2008, after completion of the protest process.

### **Implementation of Strategic Plan Goals**

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #1: Service Excellence, to provide the public with easy access to quality information and services that are both beneficial and responsive; Goal #3: Organizational Effectiveness, to ensure that service delivery systems are efficient, effective, and goal-oriented; and Goal #5: Children and Families' Well-Being, to improve the well-being of children and families in Los Angeles County as measured by the achievements in the five outcome areas adopted by the Board: good health; economic well-being; safety and survival; social and emotional well-being; and educational/workforce readiness.

### **FISCAL IMPACT/FINANCING**

The REP is funded through RSS/TA grants allocated to the County by the Federal Office of Refugee Resettlement (ORR), through the State Refugee Programs Bureau.

Through an appropriation adjustment, the DPSS Fiscal Year 2007-08 budget for REP will be increased by \$996,000 from \$4,800,000, to \$5,796,000, of which \$2,898,043, is budgeted to extend the current REP contracts for six months beginning January 1, 2008 through June 30, 2008. An appropriation and revenue increase of \$996,000 is to recognize the State approved allocation of \$5,796,000. There is no NCC associated with this Program as it is fully funded by federal allocations.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

County Counsel and the CEO have reviewed this Board letter and the amendment has been approved as to form by County Counsel.

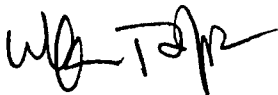
#### **IMPACT ON CURRENT SERVICES**

The recommended action will not infringe on the role of the County in relationship to its residents and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

#### **CONCLUSION**

The Executive Officer, Board of Supervisors, is requested to return one adopted, stamped Board letter to the Director of DPSS.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:SRH:SS  
GP:JB:lbm

Attachments (2)

c: Executive Officer, Board of Supervisors  
County Counsel  
Department of Public Social Services

COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S. 140  
No.

DEPARTMENT OF PUBLIC SOCIAL SERVICES

December 11, 20 07


## AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2007-08  
4-VOTESSources:Public Social Services-REP  
A01-SS-90-8901-26300-26475  
FED-AID PUB ASSISTANCE PROGRAM \$996,000  
INCREASE REVENUEUses:Public Social Services-REP  
A01-SS-2000-26300-26475  
SERVICES AND SUPPLIES \$996,000  
INCREASE APPROPRIATIONJustification:

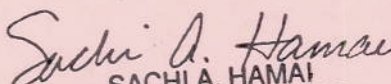
TO REFLECT NEW APPROPRIATION AND REVENUE OF \$996,000 FOR REFUGEE EMPLOYMENT PROGRAM WHICH IS FULLY FUNDED BY FEDERAL ALLOCATIONS.

  
 Jose R. Perez, Chief

CHIEF ADMINISTRATIVE OFFICER'S REPORT

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

12 DEC 11 2007

  
 SACHI A. HAMAI  
 EXECUTIVE OFFICER
REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR—

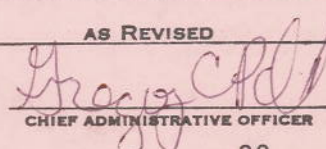
ACTION

✓  
RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

November 27 20 08

  
 CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER

BY

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

20

No. 063

Nov. 27 2007

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

**REFUGEE EMPLOYMENT PROGRAM CONTRACTS  
ESTIMATED SIX-MONTH AND MONTHLY COSTS**

	<b>CONTRACTOR</b>	<b>SIX-MONTH COST</b>	<b>MONTHLY COST</b>
1	Armenian Evangelical Social Service Center	\$700,100	\$116,683.33
2	Armenian Relief Society of Western USA	\$714,673	\$119,112.16
3	Catholic Charities of Los Angeles	\$928,106.50	\$154,684.41
4	Community Enhancement Services	\$98,110.50	\$16,351.75
5	Jewish Vocational Service	\$457,053	\$76,175.50
	<b>TOTAL</b>	<b>\$2,898,043</b>	<b>\$483,007.15</b>

**AMENDMENT NUMBER SIX  
TO THE REFUGEE EMPLOYMENT PROGRAM CONTRACT  
BY AND BETWEEN LOS ANGELES COUNTY AND  
ARMENIAN EVANGELICAL SOCIAL SERVICE CENTER**

Reference is being made to the document entitled "*County of Los Angeles Refugee Employment Social Services (RESS) Program*" dated July 22, 2004, and further identified as County Contract # 30345, Amendment Number One, dated June 30, 2005, Amendment Number Two, dated October 18, 2005, Amendment Number Three, dated June 30, 2006, Amendment Number Four, dated December 28, 2006, Amendment Number Five, dated June 28, 2007, Change Notice Number One, dated March 31, 2005, and Change Notice Number Two, dated July 16, 2007, hereinafter referred to as the "Contract."

Effective upon the signature of the Director of the Department of Public Social Services the Contract is amended as follows:

**1. Section 3, COUNTY OBLIGATIONS, Paragraph (a) is revised as follows:**

COUNTY agrees to reimburse CONTRACTOR for provision of services identified in the Statement of Work (Exhibit C) in accordance with relevant invoicing policies and procedures set forth in this Contract; provided, however, that the amount obligated and paid to CONTRACTOR by COUNTY from the Office of Refugee Resettlement (ORR) grant to administer the Targeted Assistance (TA) and the Refugee Social Services (RSS) Program shall not exceed Three Million, Eight Hundred and Eighty Thousand, Seven Hundred and Thirteen dollars (\$3,880,713) during the term of this Contract. The maximum contract amount for each fiscal year and the extension period effective July 1, 2006 through December 31, 2006, January 1, 2007 through June 30, 2007, July 1, 2007 through December 31, 2007, and January 1, 2008 through June 30, 2008, shall be as follows:

- 1.1 July 1, 2004 – June 30, 2005 = \$618,310
- 1.2 July 1, 2005 – June 30, 2006 = \$772,888
- 1.3 July 1, 2006 – December 31, 2006 = \$386,444
- 1.4 January 1, 2007 – June 30, 2007 = \$702,871
- 1.5 July 1, 2007 – December 31, 2007 = \$700,100;  
with a monthly maximum contract sum of \$116,683.33
- 1.6 January 1, 2008 – June 30, 2008 = \$700,100;  
with a monthly maximum contract sum of \$116,683.33

**2. SECTION 4. TERM, Paragraph 1.3 is added as follows:**

This Contract is extended on a month-to-month basis, not to exceed six months, commencing January 1, 2008 through June 30, 2008; insofar as funding is available and the Director of DPSS or authorized representative notifies the CONTRACTOR within ten days prior to the following month that this Contract is extended an additional month.

**3. EXHIBIT B, COUNTY OF LOS ANGELES TA REFUGEE PROGRAM GRANT PROGRAM REQUIREMENTS, SECTION II, TIME OF PERFORMANCE, is revised as follows:**

Said services of CONTRACTOR are to commence as of July 1, 2004, with all activities identified in the contract to be completed no later than June 30, 2008. All final invoices must be submitted by July 15, 2008, unless the Contract is terminated earlier as hereinafter provided.

**4. EXHIBIT B, COUNTY OF LOS ANGELES TA REFUGEE PROGRAM GRANT REQUIREMENTS, SECTION III, CONTRACT FUNDING, is revised as follows:**

CONTRACTOR will adhere to a total budget not to exceed the amount of \$3,880,713 for the period of the Contract. The maximum contract amount is: 1) \$618,310 for July 1, 2004 through June 30, 2005, 2) \$772,888 on a month-to-month basis from July 1, 2005 through June 30, 2006 in accordance with Attachment D, Contract Budget, 3) \$386,444 on a month-to-month basis from July 1, 2006 through December 31, 2006, in accordance with Attachment D-1, Contract Budget, 4) \$702,871 for January 1, 2007 through June 30, 2007, 5) \$700,100 on a month-to-month from July 1, 2007 through December 31, 2007, which includes a monthly maximum contract sum of \$116,683.33, in accordance with Attachment D-3, Contract Budget, and 6) \$700,100 on a month-to-month basis for January 1, 2008 through June 31, 2008, which includes a monthly maximum contract sum of \$116,683.33 in accordance with Attachment D-4, Contract Budget, hereunder. COUNTY shall not be liable in any event for payment in excess of this maximum amount.

If CONTRACTOR provides any tasks, subtasks, deliverables, goods, services or other work to the COUNTY, other than those specified in this Contract the same will be deemed a gratuitous effort on the part of CONTRACTOR and CONTRACTOR shall have no claim against COUNTY.

COUNTY shall reimburse CONTRACTOR from ORR TA/RSS grant funds for an amount not to exceed \$618,310 for Fiscal Year 2004-05, \$772,888 for Fiscal Year 2005-06, \$386,444 for July 1, 2006 through December 31, 2006, \$702,871 for January 1, 2007 through June 30, 2007, and \$1,400,200 for Fiscal Year 2007-08. In no event shall this Contract give rise to a charge on any other funds of COUNTY.

COUNTY may reimburse CONTRACTOR from said TA/RSS funds for the fixed unit prices established in Statement of Work.

CONTRACTOR agrees to furnish documentation for each Participant taking part in the TA/RSS program to verify Participant enrollment and services.

**5. EXHIBIT B, COUNTY OF LOS ANGELES TA REFUGEE PROGRAM GRANT REQUIREMENTS, SECTION VII, METHOD OF COMPENSATION, Paragraph P, is amended to read as follows:**

COUNTY shall pay CONTRACTOR for the services provided under this Contract not to exceed the amounts allocated by each cost category in the Contract exhibits and dependent upon CONTRACTOR meeting all requirements contained in this Contract. CONTRACTOR's compensation shall be subject to the limits set forth in the provisions of Exhibit B, Section III, Contract Funding. CONTRACTOR shall not exceed each fiscal year's budgeted amount and shall not roll-over unspent funds from the first fiscal year budget to the second fiscal year budget and from the second fiscal year budget to the third fiscal year budget and from the third fiscal year budget to the July 1, 2007 through December 31, 2007 extension budget and from the July 1, 2007 through December 31, 2007 extension budget to the January 1, 2008 through June 30, 2008 extension budget, or from any term to its subsequent term(s) should the term of the Contract be extended. The maximum cost of this Contract shall not exceed \$618,310 for July 1, 2004 through June 30, 2005, \$772,888 for July 1, 2005 through June 30, 2006, \$386,444 for July 1, 2006 through December 31, 2006, \$702,871 for January 1, 2007 through June 30, 2007, \$700,100 for July 1, 2007 through December 31, 2007, which includes a monthly maximum contract sum of \$116,683.33, and \$700,100 for January 1, 2008 through June 30, 2008, which includes a monthly maximum contract sum of \$116,683.33

**6. ATTACHMENT D-4, CONTRACT BUDGET**

Attachment D-4, Contract Budget, is added as an attachment hereunder, effective January 1, 2008, on a month-to-month basis through June 30, 2008, and incorporated into this Contract.

All other terms and conditions of the Contract remain in full force and effect.

Amendment Number Six  
Armenian Evangelical Social Service Center

The Director of the Department of Public Social Services, through his delegated authority from the Los Angeles County Board of Supervisors, and the CONTRACTOR, through its authorized officer, have caused this Amendment Number Six to be executed on the \_\_\_\_\_ day of December 2007. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR.

COUNTY OF LOS ANGELES

By: \_\_\_\_\_  
Philip L. Browning, Director  
Department of Public Social Services

Armenian Evangelical Social Service Center

IF CONTRACTOR IS A CORPORATION OR LIMITED LIABILITY COMPANY,  
SIGNATURES FROM TWO PERSONS ARE NEEDED.

By: \_\_\_\_\_  
Nora L. Ashjian, Program Director  
Armenian Evangelical Social Service Center

\_\_\_\_\_  
Name Title

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR., COUNTY COUNSEL

By: \_\_\_\_\_  
Deputy County Counsel

**ATTACHMENT D-4**

**CONTRACT BUDGET**